College Counselor

Woodward Academy; College Park, GA

Start date: August of the 2014-2015 school year

Woodward Academy seeks an experienced college counselor who will guide students and parents through the college search and application process. This is a 10-month position; the College Counseling office is closed on all Woodward holidays and during the summer months of June and July. (www.woodward.edu)

As an integral member of the college counseling team which consists of three other college counselors including a Director, as well as an Administrative Coordinator, he/she will assist in coordinating and planning educational events for families and meeting individually with students and parents to provide a personalized college planning experience.

JOB RESPONSIBILITIES will include:

1. Coordinating Junior/Senior conferences and providing college counseling guidance for approximately one-fourth of the senior class. Class size is typically 250 – 270 students.
2. Working closely with assigned students to advise and support them through the college search process. Services to students will include composing the school’s letter of recommendation, personal contact with college admission personnel, scheduling multiple counseling sessions with individual students, and facilitating both large and individual meetings with parents
3. Ensuring that each senior applies to an appropriate range of colleges
4. Maintaining good communication with all assigned families
5. Coordinating college programs: College Fair, College Awareness Program for earlier grades, Mock Admissions or Case Studies Workshops, Financial Aid/Scholarship Presentations, Junior Seminar Workshop and Junior Parent College Night, Lunch and Learn Programs and others.
6. Hosting visiting college representatives to learn latest developments at their college
7. Maintaining good relationships with college admissions personnel
8. Attending professional conferences, workshops and college campus visitation programs as requested. College Counselors are encouraged to present and volunteer at professional meetings.

REQUIRED EXPERIENCE AND ABILITIES:

To perform this job successfully, an individual must possess the following abilities and be able to perform each essential duty satisfactorily:

1. Experience in the college admissions process, preferably on both the college and high school sides
2. Experience and extensive knowledge of the many colleges available to students
3. Ability to communicate effectively with students, parents, teachers and school administrators
4. Ability to write effective letters of recommendation to the colleges on behalf of the student applicant
5. Ability to present information effectively and to respond to questions from small groups and from the general public
6. Ability to articulate ideas clearly, both orally and in writing
7. Familiarity with standard office computer applications (Word, Excel, PowerPoint) as well as Naviance and Edline.

EDUCATION and/or EXPERIENCE

1. Bachelor’s degree required but Master’s degree preferred, with four to ten years related experience in college admissions or the high school setting, or a combination of both.
2. Salary will be competitive based on experience and qualifications

PHYSICAL WORK ENVIRONMENT:

1. It is essential to be able to meet the physical demands of sitting for prolonged periods of time at a desk or computer workstation, using repetitive arm, hand and finger movement
2. A successful candidate will have demonstrated the ability to work in a semi-open office setting with frequent in-person interaction, and often unscheduled and numerous interruptions
3. Must be able to manage multiple projects at one time and to set priorities as needed

Woodward Academy, the largest private, non-parochial independent K-12 school in the continental United States is located in Atlanta (College Park), Georgia. Noted for its rigorous academic program and strong diversity within its student body, Woodward graduates all go on to college.

Interested candidates should send a cover letter, resume, and two writing samples (one a recommendation for an average student in the middle of the class with no honors and AP classes and second, a recommendation for a student in the top of the class with all honors and AP classes). This packet should be sent to:

jobs@woodward.edu

Fax: 404-765-4543

Or mail to:

Woodward Academy Human Resources
Attn: Ski Saxby, Director
Woodward Academy
1662 Rugby Avenue
College Park, GA 30337